

RTC1202A
Unit Descriptor
Unit Sector

Support landscape work

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No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Prepare materials, tools and equipment for landscaping work	<p>1.1 The required materials , tools and equipment are identified according to lists provided and/or supervisor's instructions.</p> <p>1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor.</p> <p>1.3 Techniques used when loading and unloading materials demonstrate correct manual handling, and minimise damage to the load and the vehicle.</p> <p>1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use.</p> <p>1.5 Landscaping support is provided according to OHS requirements and according to workplace information.</p> <p>1.6 OHS hazards are identified and reported to the supervisor.</p>
2. Undertake landscape work as directed	<p>2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary.</p> <p>2.2 Landscape work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines and OHS requirements.</p> <p>2.3 Interactions with other staff and customers are carried out in a positive and professional manner.</p> <p>2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed.</p> <p>2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.</p>
3. Handle materials and equipment	<p>3.1 Waste material and debris produced during landscape work is stored in a designated area according to supervisor's instructions.</p> <p>3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.</p> <p>3.3 A clean and safe work site is maintained while undertaking landscaping activities.</p>
4. Clean up on completion of landscaping work	<p>4.1 Materials are returned to store or disposed of according to supervisor's instructions and OHS requirements.</p> <p>4.2 Tools and equipment are cleaned, maintained and stored according to manufacturers specifications and supervisor's instructions.</p> <p>4.3 Site is made good according to supervisor's instructions and good environmental and OHS practices.</p> <p>4.4 Work outcomes are reported to the supervisor.</p>

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information about the job, tasks and problems should be discussed with other members in the work team and the supervisor.	1
Collecting analysing and organising information	Workplace and supervisors instructions should be located, interpreted, and applied with further clarification sought as necessary.	1
Planning and organising activities	Discussions with the supervisor and other team members may be required in order to complete tasks efficiently, in a logical sequence, and in a timely manner.	1
Working with others and in teams	Good communication and co-operation with other staff in completing landscaping tasks.	1
Using mathematical ideas and techniques	Skills in counting, tallying and estimation are required when handling materials, tools and equipment.	1
Solving problems	Problems will require corrective action or consultation with supervisor.	1
Using technology	Technology may be applied in the use of landscape tools and equipment.	1

RANGE STATEMENT

What tasks may be included under landscaping work?

- Assisting with construction of landscape features including paths, paving, retaining walls, site structures and furniture, planted areas and irrigation systems.
- Assisting with maintenance of landscape features including watering, weeding, staking, repairing, painting, and cleaning.
- Work with a range of materials including concrete, timber, masonry, stone, metal and plastics.
- Associated landscape activities including assisting in establishing work base, clearing site, erecting barriers and signs, unloading and loading of materials, setting out of works, cleaning up site, and disposal of debris and materials.

What instructions may be relevant to this standard?	Instructions may include Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
What tools and equipment may be required for landscaping work?	Tools and equipment may include levelling equipment, wheelbarrow, concrete mixer, string lines, tape measures, marking gauges, spades, shovels, crow bars, chisels, hammers, spanners, nails, handsaws, hacksaws, metal files sanding blocks, paint brushes, trowels and screeding equipment.
What workplace information might be required for this standard?	Workplace information may include procedures for disposing of waste materials, OHS legislative requirements and Codes of Practice including manual handling, work instructions or verbal instructions from the supervisor.
What OHS hazards may be associated with landscaping work?	Hazards may include, solar radiation, dust, noise, air and soil-borne microorganisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, trenches, slippery and uneven surfaces, electricity and overhead hazards including powerlines.
What are the personal protective clothing and equipment requirements associated with landscaping support?	Personal protective clothing and equipment may include steel capped boots/shoes, overalls, gloves, safety harness, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
What waste materials may apply to this standard?	Plant debris, litter and broken components, mulches, compost, plastic, metal, paper-based materials. These may be recycled, re-used, returned to the manufacturer, or disposed of according to enterprise work procedures.
What may occur when a site is made good?	Paths are swept and cleaned, planted areas are checked to ensure they are well presented, damaged turf is replaced/resown, disturbed areas are repaired, all materials, debris, tools and equipment are removed from site, damaged plants are pruned or replaced, and other signs of disturbance or damage are corrected.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

- Safe work practices.
- Preparing for landscape work and cleaning up on project completion.
- Basic construction techniques.
- Landscaping tools and equipment.
- Maintenance practices for planted areas.
- Repair and maintenance of landscape features.
- OHS legislative requirements and Codes of Practice.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Prepare materials, tools and equipment for landscaping work.
- Undertake landscape work as directed.
- Handle materials and equipment.
- Clean up on completion of landscaping work.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.